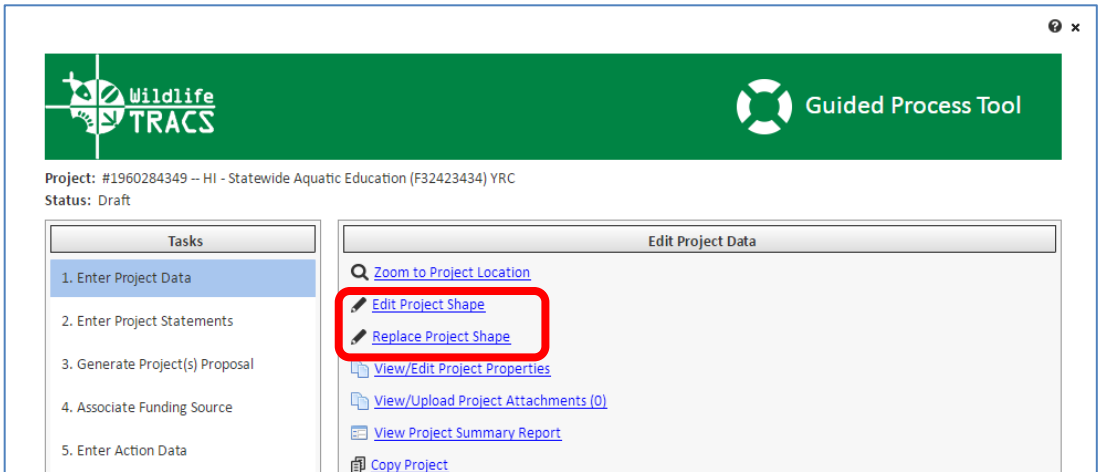
Lesson 12 Advanced Shape Editing

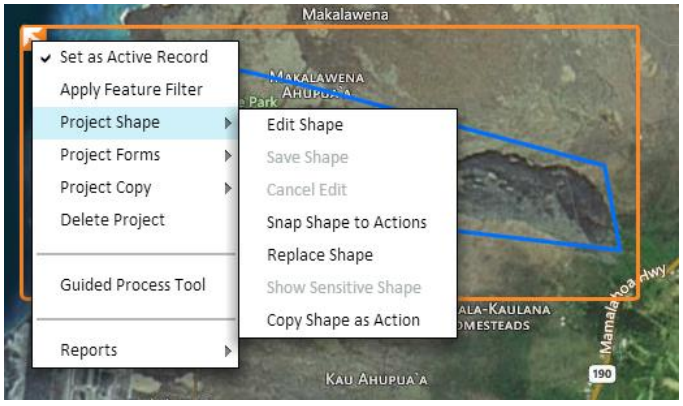
Step	Action
1	**Open Window to Edit or Replace a Shape**

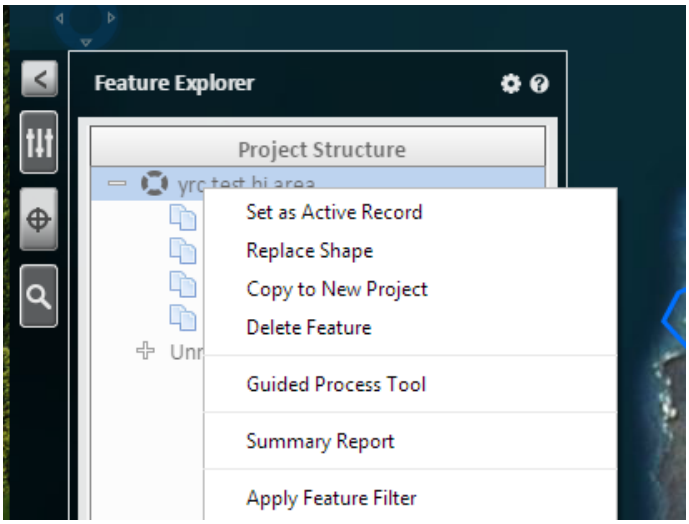
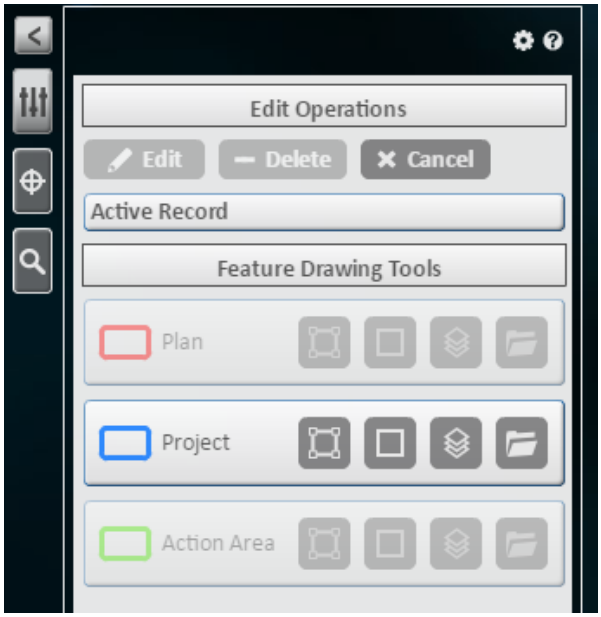
If you have already saved the shape, reopen it using one of the three methods below (A, B or C):

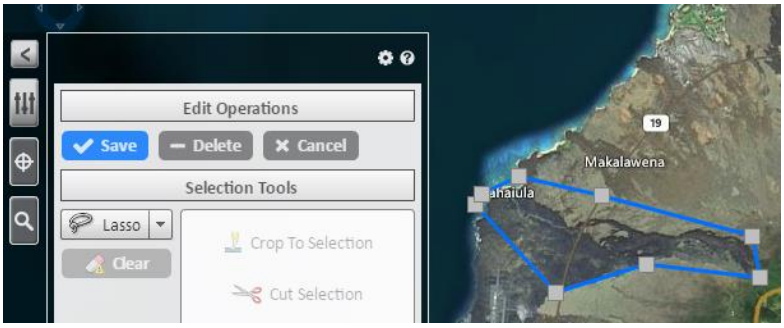
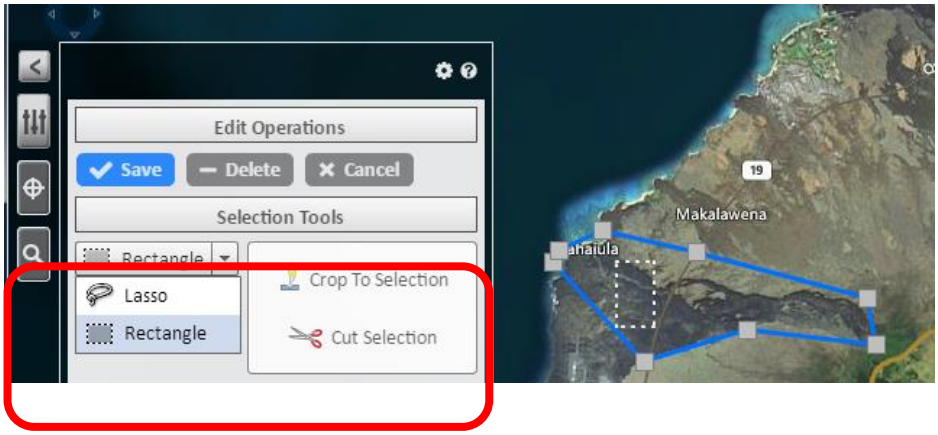
A. For a Project or Action, open the Guided Process Tool:
   - Project Shape: Select Task 1 Enter Project Data (left side) and click **Edit Project Shape** or **Replace Project Shape**.
   - Action Shape: Select Task 5 Enter Action Data and click **Edit Action Shape** or **Replace Action Shape**.

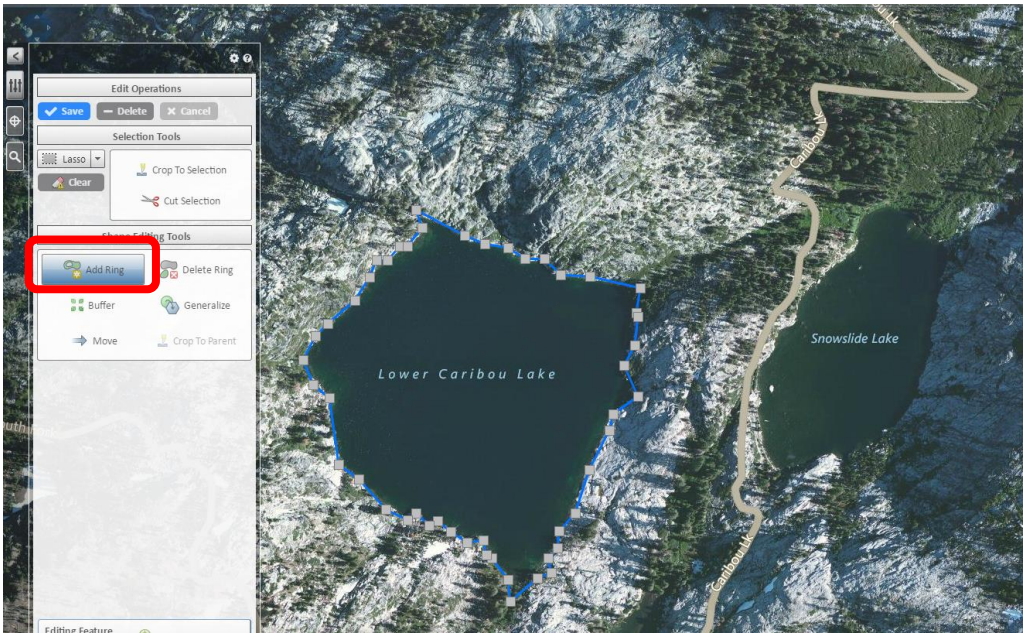


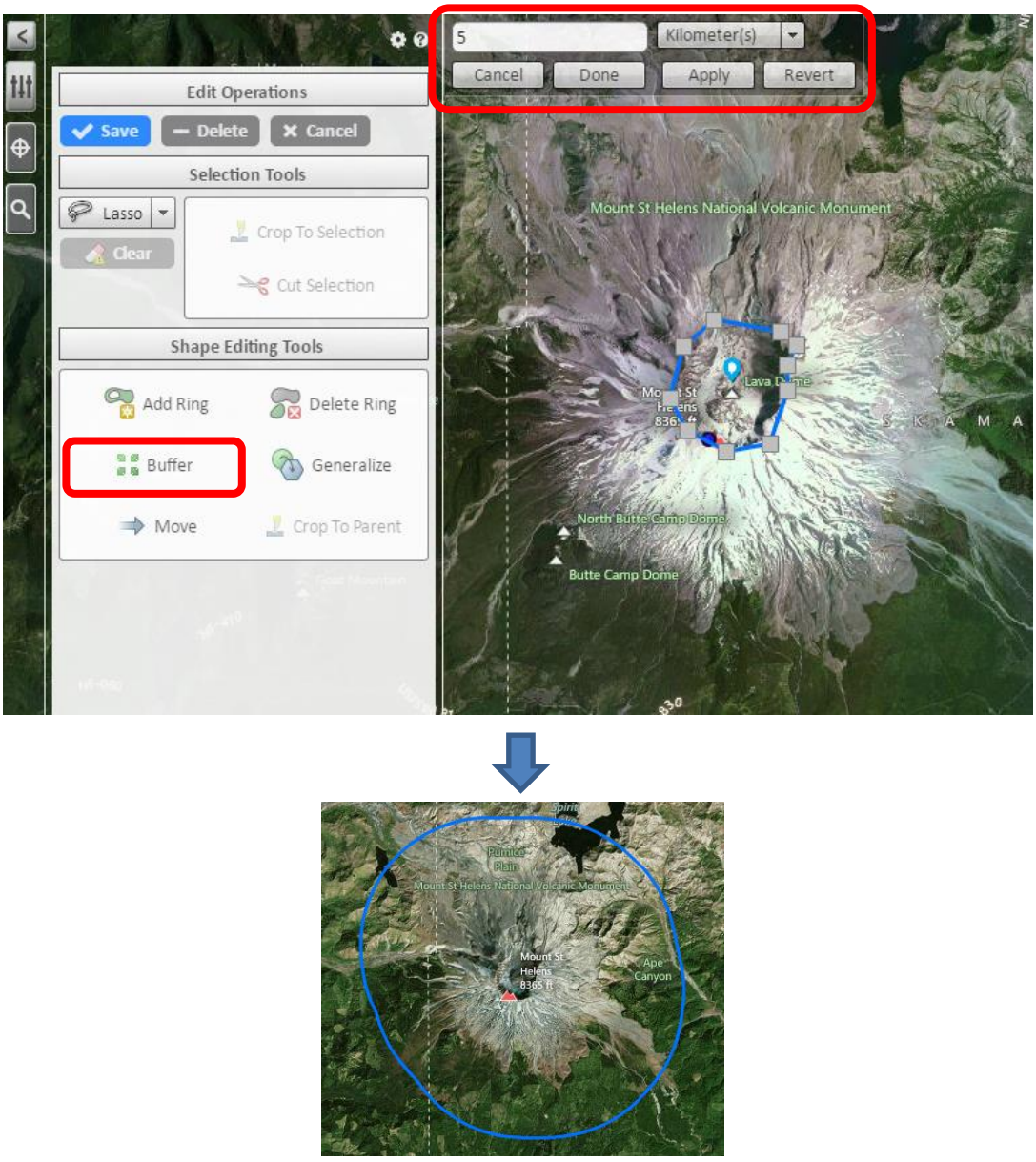
B. Locate the polygon on the map and click inside the shape's boundary to open the orange **Feature Frame** box around it. Click on the arrow in the upper left to open the menu. Select the Shape menu and select **Edit Shape, Replace Shape** or one of the other tools.

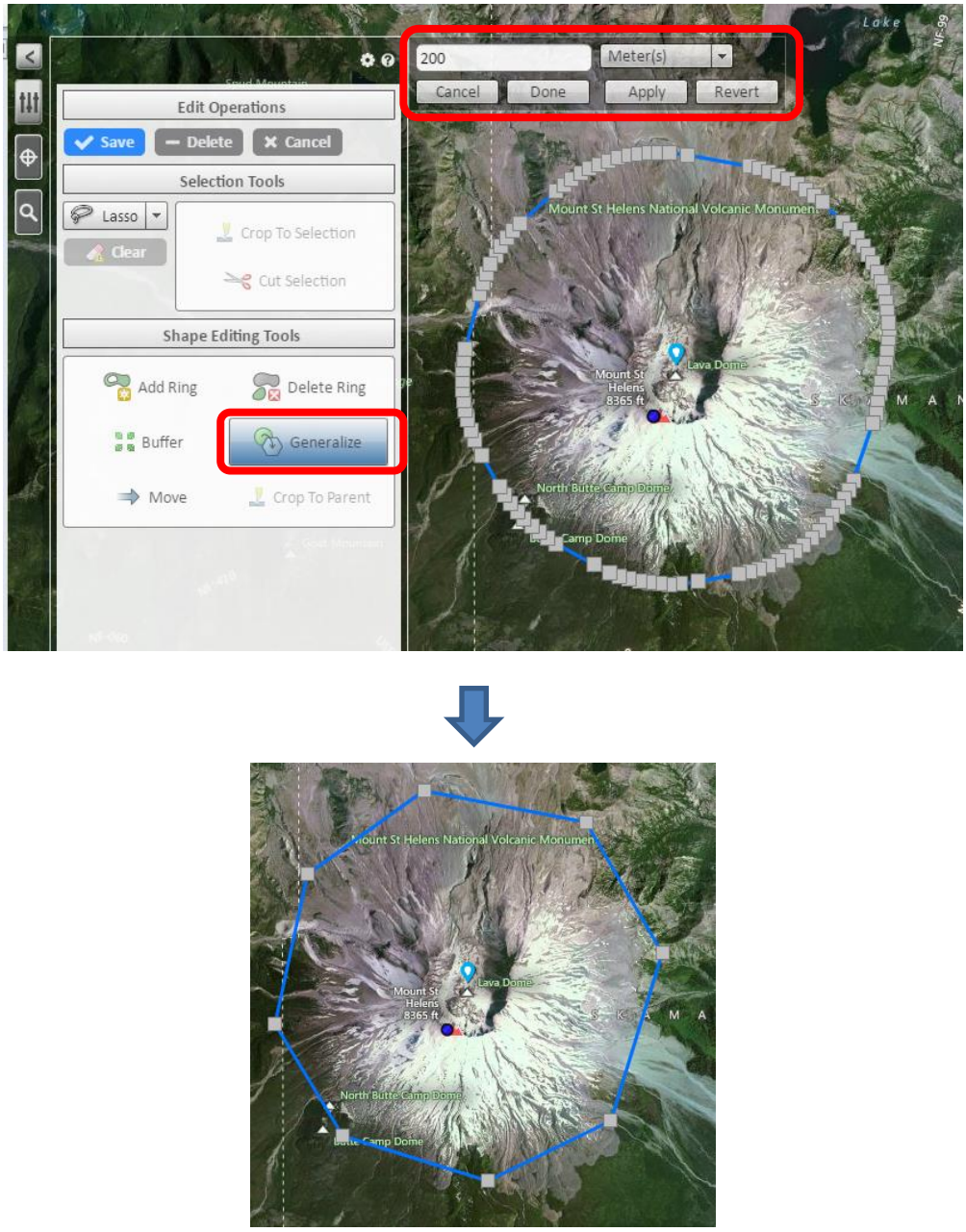


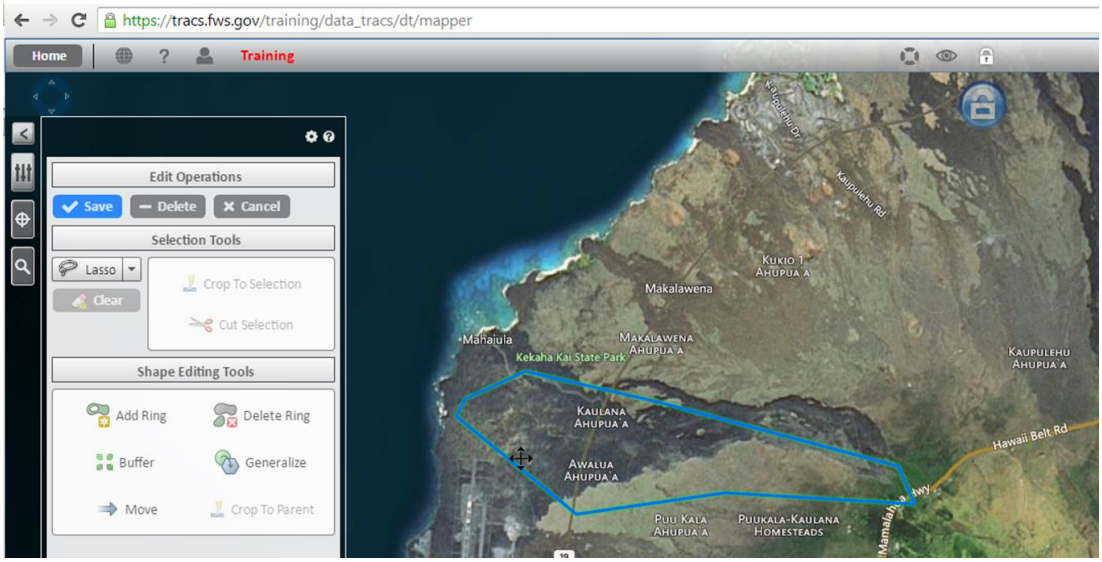
Step	Action
	C. From the Feature Explorer window (left side), **right click** on the name of the plan, project or action to open a menu of similar options. Click **Replace Shape** (or **Guided Process Tool** and follow steps in 1A to edit the shape). 
2	**To replace a shape:** • Select **Replace Shape** using one of the methods in step 1. The Edit Operations window will open allowing you to create the new shape that will replace the existing one using any of the feature drawing tools. 

Step	Action
3	**To edit a shape:** Select **Edit Shape** using one of the methods in step 1. The Edit Operations window will open. The shape can be edited by using the tools in the window or by editing the shape itself (click on the boundary to move it). The options at the top allow you to **Save**, **Delete** or **Cancel**. **CAUTION:** If you delete a shape, it will delete all the associated data with it (i.e. if you delete the project shape, all associated project data is also deleted). 
4	**To crop or cut a part of a shape:** • Click the drop down menu for Lasso and select **Lasso** to create a free-form shape or the **Rectangle** to draw a rectangular shape. The shape will flash in black and white.  • The **Crop to Selection** and **Cut Selection** buttons are available once an area is selected with the lasso or rectangle. o To exclude an area within the shape boundary, select the area you would like to exclude and click **Cut Selection**. o To crop an area from the shape, select the “good” area and click **Crop to Selection.**

Step	Action
5	**To create a multi-shape polygon** (multiple distinct geographic areas or rings in one plan/project/action): • Draw the first shape and then click **Add Ring** to draw another shape to be added to the plan, project or action area. Use the **Delete Ring** button to remove it. Once all rings have been added, click **Save**.  • The map will now display the rings as part of the overall project, plan or action area.

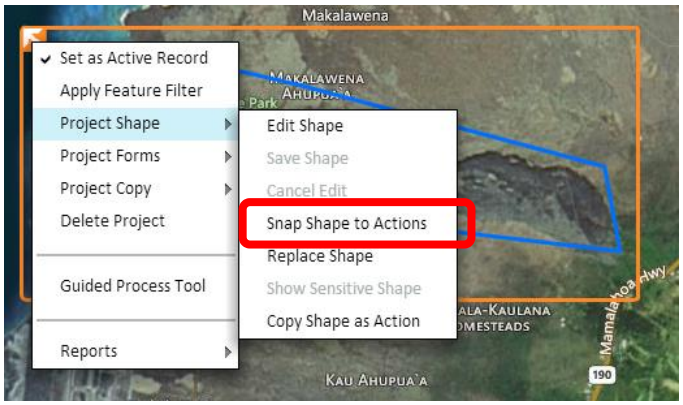
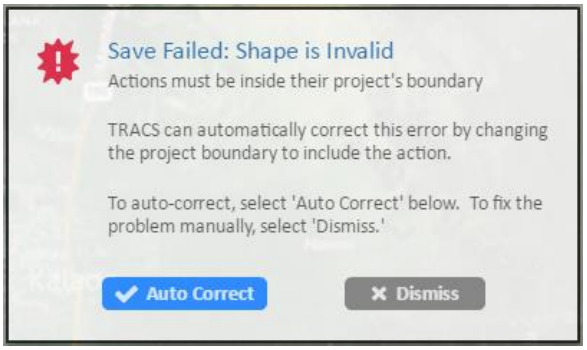
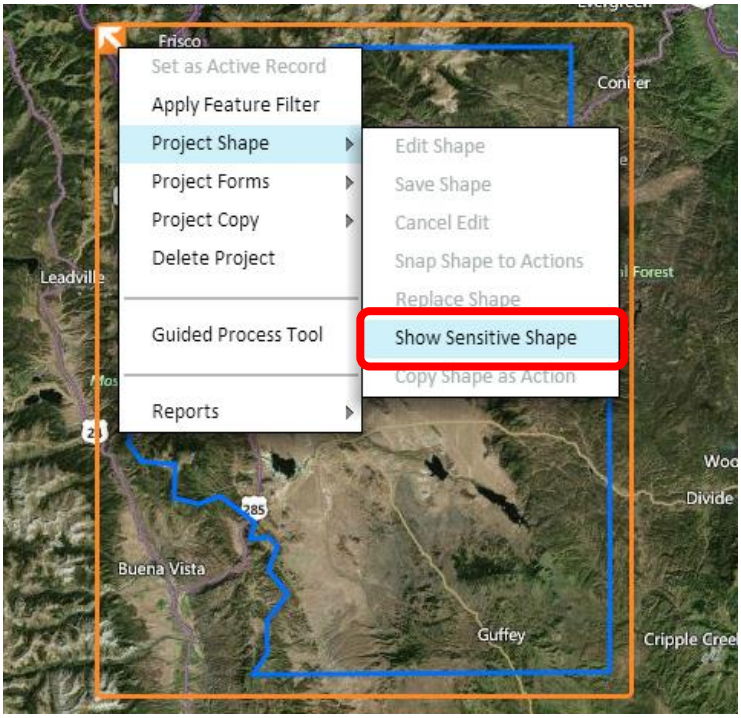
Step	Action
6	**To extend the area around a shape (buffer):** • Click **Buffer** and fill out the box that opens to the top right of the window. Enter the amount and select the measurement from the drop down menu (meters, kilometers, miles or feet). Using a negative value with shrink the feature by the specified distance. Click **Apply**. 

Step	Action
7	**To simplify a shape:** • Click **Generalize** to simplify a shape by reducing the number of vertices (gray boxes indicating changes in direction) displayed. Enter the amount and select the measurement from the drop down menu (meters, kilometers, miles or feet). Click **Apply**. 

Step	Action
8	**To move a shape:** • Click on the lock icon (middle of the top toolbar) to lock the screen from moving (a blue lock icon will appear at the top of the screen). • Click the **Move** button and a black arrow will appear on the screen. Select the feature to drag and drop it to a new location. Then click **Save**. 

Step	Action
9	**To copy the project shape as the action:** • Locate the project polygon on the map and click inside the shape's boundary to open the orange **Feature Frame** box around it. Click on the arrow in the upper left to open the menu. • Click on **Set as Active Record** if a checkmark is not present (Note:This does not change the project status to active. It is used to mark a project shape as the active feature in order to associate an action to that project). • Select the Shape menu and select **Copy Shape as Action.** The action shape will appear in green and the window to enter action data will open.

Step	Action

10	**To update the project shape to include the action area:**
	
	• Locate the project polygon on the map and click inside the shape's boundary to open the orange **Feature Frame** box around it. Click on the arrow in the upper left to open the menu.
	• Select the Shape menu and select **Snap Shape to Actions.**
	
	 
	
	• If you create a new action that is outside the boundary of the project, this error message will appear.
	  ○ Click **Auto Correct** to update the project shape to include the action boundary.
	  ○ Click **Dismiss** to edit the action shape. Use the **Crop to Parent** button to crop the action area to the project boundary.
	
	 

Step	Action
11	**To see the sensitive shape:** If a project is marked as sensitive on the Project Properties form, the shape will be buffered (or extended) to the county or state boundary so the exact location is not shown on the map or displayed on public reports. Also keep in mind that projects marked "Sensitive" are not displayed in the Public Conservation Viewer. • Locate the project polygon on the map and click inside the shape's boundary to open the orange **Feature Frame** box around it. Click on the arrow in the upper left to open the menu. • Select the Shape menu and select **Show Sensitive Shape.** A checkmark will appear next to "Show Senstive Shape" and the map will show the exact project polygon location. Uncheck the selection to buffer the location again.